

CITY OF CALIFORNIA CITY
JOB DESCRIPTION
Position Control NO.: 042015

ACCOUNTANT- Exempt
Employment Classification: Classified
Department: Finance
Reports to: Finance Director
Salary Range: \$4,927.07-\$6,288.33

Position Summary

Under administrative direction of the Director of Finance, plans, organizes and audits the accounting and financial transactions of the City, prepares financial statements and other special reporting, performs difficult and complex accounting work and facilitates the City's annual audit; may supervise subordinate personnel, and coordinates with other departments.

Essential Duties:

- Prepares asset, liability and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending accounting policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising Finance Director on needed actions.
- Prepares special financial reports by collecting analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications, establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Required Skills:

Attention to Detail.

A minimum five years of experience with a BS degree in accounting or equivalent years of experience working as an Accountant with knowledge and understanding of accounting practices. The Successful candidate must be proficient with Excel, Word and Power Point programs.

Education and experience

BS degree in Accounting or equivalent years of experience as an Accountant is required.

Approved by Council: During Budget review 2015-2016 fiscal year.